



## Benewah Medical Center Job Description/Performance Evaluation

- I. POSITION: Laboratory Technician – Fill-in**
- II. QUALIFICATIONS:** This is a non-exempt position serving Indian and non-Indian patients/clientele. High school diploma or GED required. Training and certification in medical laboratory science. Knowledge of current professional standards and trends in lab practice. Training equivalent to an associate degree (or military lab specialist course) and certification equivalent to MLT (ASCP). Must meet CLIA 1988 standards.
- III. PERSONAL CHARACTERISTICS**
1. Possesses demonstrated ability to perform as a team player.
  2. Maintains positive peer relationships and provides assistance in a friendly, helpful manner to all patients, visitors and staff.
  3. Possesses the ability to work independently, is detail oriented, organized, and works under pressure. Meets deadlines.
  4. Must have consistent work attendance record.
  5. Demonstrates cultural sensitivity.
  6. Understands and practices confidentiality.
- IV. SUPERVISION:** This position is supervised by the Lab Manager.
- V. ADA ESSENTIAL FUNCTIONS**
- A. Hearing: within normal limits with or without use of corrective hearing devices;
  - B. Vision: adequate to read 12-point type with or without use of corrective lenses
  - C. Must be able to verbally interact with staff, clients and public
  - D. Manual dexterity of hands/fingers for writing, computer input
  - E. Able to lift up to 25 lbs.,
  - F. Standing/Walking 50 % of the day
  - G. Sitting 50 % of the day
  - H. Pushing, up to 35 lbs.
  - I. Pulling, up to 35 lbs.

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**MAJOR RESPONSIBILITIES**

<b>DUTY</b>	<b>STANDARD</b>	<b>RATING</b>
<b>Lab Technician</b>	<ol style="list-style-type: none"><li>1. Provides general laboratory and basic radiology services to Indian and non-Indian patients with consultation to the medical clinic staff</li><li>2. Responsible for carrying out a diagnostic testing program providing microbiology, hematology, chemistry, urinalysis, serology and/or parasitology services.</li><li>3. Conducts quality control procedures on equipment, reagents and products.</li><li>4. Performs preventive maintenance program on all instruments.</li><li>5. Ensures that policies and procedures as well as safety practices are effectively followed</li></ol>	
<b>Other</b>	Performs other duties that may be necessary in the best interest of the organization.	

**EVALUATOR'S COMMENTS:**

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**EMPLOYEE'S COMMENTS:**

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**INDIVIDUAL GOALS/OBJECTIVES:**

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I understand that by signing this review, I am not indicating agreement with the rating, but I am acknowledging that my supervisor has reviewed and discussed this performance evaluation with me.

<b>Employee's Signature:</b>	<b>Date:</b>
<b>Evaluator's Signature:</b>	<b>Date:</b>
<b>Evaluator's Supervisor:</b>	<b>Date:</b>